



6/24/32 Button



Dual Screen 8 Button

From this key, the user may access additional functions such as Call History and Directory

User Menu



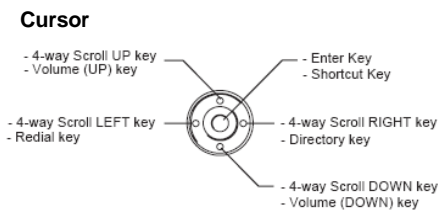
### Soft Keys

Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

### Programmable keys

These keys can be programmed as either Flexible Line key, Programmable Feature key or One-Touch Speed Dial key.

## FUNCTION KEYS



### Recall

Press this key to terminate current call and re-seize dial tone.

### Feature

Used to activate terminal setup functions and to program One-Touch keys.

### Answer

When the LED on this key is flashing, press the key to answer a waiting call.

### Hold

Press this key to put a call on hold

### Transfer

Allows the extension user to transfer a call or make a second call.

### Speaker

Controls built-in speaker, which can be used for Hands Free Dialling/Monitoring. LED on key lights when key is active.

### Help

Explanations of the Soft keys can be called up on the LCD by pressing this key.

# NEC SV9100 Communications Server Basic User Guide

Customer Name



## MAKE A CALL

- ◆ Lift Handset or Press Speaker.
- ◆ Dial the Required Number.  
(For external calls, dial "0" first

## LAST NUMBER REDIAL

- ◆ Without lifting handset, press **REDIAL** button.
- ◆ Press the Cursor key up/down to search the required number.  
Press # or **Speaker** to initiate call.

## HOLD

Ask the caller to Please Hold:

- ◆ Press **HOLD** key – held key flashes.
- ◆ You may replace handset if you wish.  
To Retrieve Call
- ◆ Lift handset.
- ◆ Press flashing Line

### NOTE:

For exclusive hold – press **HOLD** twice

## TRANSFER

With a call in progress:

- ◆ Press **TRANSFER** key.
- ◆ Dial extension or external number and announce the call (optional).
- ◆ Replace handset.

### NOTE:

If the called extension is busy or does not answer, press the flashing **Line**, or the **Conf** key to return to your caller.

If the extension is busy, replace handset to initiate a camp-on. Unanswered camp-on calls and unscreened transfers will recall to your extension

## CONFERENCE

With a call in progress (internal or external)

- ◆ Press **CONF** soft key.
- ◆ Dial internal or external number.
- ◆ When the third party answers, press **Add** Soft key. (soft keys are the four buttons under the display)
- ◆ Press **BEGIN** soft key.
- ◆ A three way conference is now established.

### NOTE:

Any party may exit the Conference by hanging up. The 2 parties will remain connected, as long as one of the remaining parties is internal.

## ANSWER A SECOND CALL

Ask first caller to hold the line

- ◆ Press **HOLD** key.
- ◆ and speak to second caller.

### NOTE:

Toggle between both calls by pressing **HOLD**, and pressing required line.

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### CALL FORWARD - ALL

Forwards all calls immediately.

#### To Set

- ◆ Press Call FWD Key or dial 741.
- ◆ Dial 1 to Set.
- ◆ Dial destination number.
- ◆ Replace Handset.

#### To Cancel

- ◆ Press Call FWD Key or dial 741.
- ◆ Dial 0 to Cancel.
- ◆ Replace Handset.

### CALL FORWARD BUSY NO ANSWER

Forwards calls only after 4 – 6 rings and on busy tone.

#### To Set

- ◆ Press CF B/NA Key or dial 744
- ◆ Dial 1 to Set.
- ◆ Dial destination number.
- ◆ Replace Handset.

#### To Cancel

- ◆ Press CF B/NA Key or dial 744
- ◆ Dial 0 to Cancel.
- ◆ Replace Handset.

### CALL PICK UP

To answer a ringing extension in your group:

- ◆ Lift handset and press PICK
- ◆ Soft key or dial \* #.
- ◆ For ringing extensions not in your group:

Lift handset, dial \* \* plus ringing extension number.

### To Record Greeting

- ◆ Press Day VM or Night VM key
- ◆ Press Greet soft Key or dial 0 then 4
- ◆ Press Greet soft key or dial 1
- ◆ Press Record soft key or dial 7
- ◆ Press Done soft key or dial #

#### To Listen to Messages

- ◆ Press Day VM or Night VM key
- ◆ Press stn Soft Key or dial 0 then 5
- ◆ To Delete press Del soft key or dial 3

#### VoiceMail Number

##### Internally:

- ◆ Dial Mailbox number e.g. 100

##### Externally:

- ◆ Dial # followed by Mailbox number

### BACKGROUND MUSIC

#### Set/Cancel.

- ◆ Press Speaker.
- ◆ Dial 725.
- ◆ Press Speaker

### PROGRAMMING ONE TOUCH KEYS

#### To Program One Touch Keys using spare Function key:

- ◆ Press Speaker key.
- ◆ Dial 751.
- ◆ Press an available Function key.
- ◆ Dial 01.
- ◆ Enter either extension number or external number including 0 for an outside line.
- ◆ Press HOLD then Speaker key.

#### To Access

- ◆ Press desired Function Key

### SPEED DIAL

SYSTEM SPEED DIALS (Can be used by all handsets)

#### To store Speed Dial numbers:

- ◆ Press [Speaker]
- ◆ 753 (Code for system Speed dials)
- ◆ Dial system storage code. (e.g.: 500, 501 etc.)
- ◆ Dial telephone number you want to store (up to 24 digits).
- ◆ Press [Hold].
- ◆ Enter the Name associated with the Speed Dial number.
- ◆ Press [Hold]
- ◆ Press [Speaker] to hang up or repeat steps 3 to 7 to program another System Speed Dial bin

#### To Access System Speed Numbers:

- ◆ Dial #2 then Speed Dial number

#### To Program STA Speed Numbers:

- ◆ Press PROG Soft key.
- ◆ Press STA Soft key.
- ◆ Dial Buffer Location (1~0, Up to 10 numbers).
- ◆ Enter either extension number or external number including 0 for an outside line.
- ◆ Press HOLD.
- ◆ Enter Name using dial pad.
- ◆ Press HOLD.
- ◆ Press Speaker key.
- ◆ To Access
- ◆ Press DIR Soft key.
- ◆ Press STA Soft key.
- ◆ Select number by pressing the up and down arrow Soft keys.
- ◆ Press DIAL Soft key

### DISPLAY

#### To adjust the Display:

- ◆ Press the Cursor button up or down while the phone is idle.

#### To adjust the Speaker/Receiver Volume:

- ◆ Press Speaker and dial 729
- ◆ Press the Cursor button up or down during conversation

#### The DT Series has 8 kinds of ringer tones which you can select:

- ◆ Press Speaker and dial 720.
- ◆ Dial 1 to set internal ring; Dial 2 to set External ring.
- ◆ Dial code for desired ring pattern (1~8).
- ◆ Replace Handset.

**Note:** Access codes used in this reference sheet are the systems default settings